

<b>MINNESOTA DISTRICT COURT FOURTH JUDICIAL DISTRICT INDEPENDENT CONTRACTOR - GUARDIANS AD LITEM</b>	
<b>DEPARTMENT/LOCATION</b> Guardian ad Litem Program – Juvenile Court <b>Hennepin County</b>	<b>HOURS OF WORK</b> Contractor Position(s) Part-time Flexibility Required Including Evenings and Weekends

The Fourth Judicial District is currently seeking an **Independent Contractor to perform Guardians ad Litem services in Juvenile Court .**

**DESCRIPTION:** A Guardian ad Litem is an individual appointed by the court to advocate for the best interests of children in Juvenile court proceedings. Guardians interact with judges, social workers, and a variety of other professionals. The positions involve information gathering, home visits to clients and extensive contact with workers and service providers. Travel within and outside the County.

**RESPONSIBILITIES:**

- Advocate for the best interests of the child
- Gather case information by review of documents, personal interviews, home visits, case meetings and other sources
- Maintain accurate notes and files
- Make timely written and oral reports to the court containing facts, conclusions and recommendations
- Participate in court hearings; testify as required
- Monitor cases for compliance with court orders
- Maintain confidentiality
- Exercise independent judgment
- Comply with applicable state and federal laws and court rules

**QUALIFICATIONS:**

- Bachelors Degree in social work or a related field and/or substantial similar work experience
- An abiding interest in children and their rights and needs
- Sufficient listening, speaking and writing skills to successfully conduct interviews, prepare written reports and make oral presentations
- Knowledge and appreciation of the ethnic, cultural and socio-economic backgrounds of the population to be served
- Ability to relate to children, family members and professionals in a careful and confidential matter
- Ability to exercise sound judgment and good common sense
- No prior involvement in any conduct or activity that would interfere with the ability to discharge the duties assigned by the court

- Successful completion of the required 40 hour pre-service Guardian ad Litem orientation and not have been removed from a panel of approved Guardians ad Litem
- Knowledge and experience in working with families and juveniles
- Pass criminal background checks
- Provide own means of transportation

Experience as a Guardian ad Litem, completion of the Guardian ad Litem pre-service orientation requirements, and a demonstrated comprehension of the responsibilities of Guardians ad Litem are desirable.

**CONTRACT COMPENSATION:** \$18.00 to \$22.00 per hour; depending on education and experience.

**DEADLINE FOR CONSIDERATION: May 30, 2008 4:30 P.M.**

**TO SUBMIT YOUR INTEREST:** Request a contractor consideration form by downloading the applicable forms from [www.mncourts.gov](http://www.mncourts.gov). Click on Employment and then Twin Cities Metro to see the listing. Submit application forms to:

**Laurie Kusek  
Guardian ad Litem Program Manager  
Fourth Judicial District Administration  
Guardian ad Litem Program  
626 South Sixth Street, L878  
Minneapolis, Minnesota 55415-1582**